

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JANUARY 21, 2020 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

General Functions

Call to Order: President Hassett called the meeting to order at 9:30 a.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Roll was taken and those present were:
Gina Hassett, Executive Director, Frankfort Park District
Jay Kelly, Executive Director, Manhattan Park District
Audrey Marcquenski, Director Frankfort Square Park District
Mike Selep, Executive Director, Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Kim Stroud, Peotone Park District
Renee Chavez, Executive Director, Wilmington Island Park District
Absent: None

Others present were: LWSRA Attorney John M. O’Driscoll; Heather Specht, Superintendent of Recreation; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Angelo Garcia, Registrar; and Mary Strand, Recording Secretary.

Guests: Michelle Krooswyk, New Lenox Library, Peggy Klene, NL resident, Marie Ventura, volunteer, and Mike, Intern.

Treasurer's Report

- A. December, 2019 Treasurer’s Report – President Hassett asked for a motion to approve the December 31, 2019 Treasurer’s Report as presented. Keith noted that the reports show some negative amounts in the balance column, but said it was just a timing issue. As the new registrations are being processed, they will be in the black again. This month a \$50,000 payment to NLPD for the playground will be released.

Commissioner Selep moved to approve the Treasurer’s report as presented and Commissioner Marcquenski seconded the motion.

*Ayes: (7) Renee, Hassett, Marcquenski, Kelly, Stroud, Lewis, Selep
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

Payment of Bills

President Hassett asked for a motion to approve the Payment of the Bills in the amount of \$125,762.05 which may include lodging and travel.

Commissioner Lewis made a motion to approve the payment of the bills as presented and Commissioner Kelly seconded the motion.

*Ayes: (7) Kelly, Marcquenski, Hassett, Selep, Stroud, Lewis, Chavez
Nays: (0)
Abstain:(0)
Absent: (1) Chavez*

Motion Carried

Special Guests: None

Communications: None

Consent Agenda: Approval of Regular Meeting Minutes of December 17, 2019. President Hassett asked for a motion to approve the consent agenda as presented.

Commissioner Selep made a motion to approve Consent Agenda as presented and Commissioner Kelly seconded the motion.

Ayes: (6) Marcquenski, Hassett, Selep, Stroud, Lewis, Kelly

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

Staff & Committee Reports

1. DIRECTOR’S REPORT

- a. Staffing – Keith told the Board that the Holiday party was held on December 18th.
- b. Foundation – The Foundation Holiday party was held on December 12th. Some business was discussed. The next meeting will be February 13th.
- c. Fund Raising – Grants totaling \$8,500 have been received through Grant Seekers. GSK awarded a \$10,000 grant to LWSRA. Staff continues to look for additional non-traditional revenue sources to offset the cost of programing and other projects.
- d. Lunch with the Grinch – This event was a huge success, seating approximately 500 people and netted \$2,485.48.
- e. Playground – Staff received verbal commitments totaling \$65,000 to help preserve some of the features that might otherwise need to be cut from the plans.
- f. Statement of Economic Interest – Attorney O’Driscoll informed the Board that a list of all who are expected to file with the State of Illinois will be sent out. All Board members and some LWSRA Staff are included. Discussion was held.
- g. LWSRA Board Manual table of contents – A draft copy was included in the Board’s packets for them to make adds, deletes and corrections. The Board will review and discuss further at a later date. Discussion was held to confirm if a separate policy is needed.
- h. Sexual Harassment Policy – Keith added a sentence to include Board of Directors.

Upcoming Meetings and Events

January 11-12	Adult Wheelchair Basketball Tournament
January 23-25	IAPD/IPRA State Conference
January 31 st	Glow With the Flow dance
February 1 st	LWSRA Jumpfest

2. FUNDRAISING/PR/MARKETING

- a. Donations - \$10,371.32 was raised in November.
- b. Foundation – The regularly scheduled foundation board meeting was held on December 12th at Giordano’s Pizza in Mokena. The next meeting will be February 13th.

- c. Grant Seekers – Two proposals were produced in December. An Ecolab grant for \$7,500 was awarded as well as a Swiat Foundation grant for \$1,000.
- d. Community Outreach – LWSRA was awarded Partner of the Year by the New Lenox Chamber of Commerce meeting, Mix & Mingle, on December 6th.
Staff who participated in Lunch with the Grinch had WHO hair styled by volunteers and wore WHO noses.
The Holiday Family Party had sponsorships from LEH Law and Cakes XO. Tinley Park-Frankfort Rotary club volunteered and the Ozinga holiday truck came too.
- e. Kristen’s report listed the Press articles for December and copies were included in the Board’s packets.

Upcoming Meetings and Events

February 1 st	Jumpfest
April 11 th	Bunny Breakfast

3. FACILITY FOREMAN

- a. Preventive Maintenance – Nothing to report.
- b. Gym – Nothing to report.
- c. Classroom/Lobby and Bathrooms – A new wall mounted baby changing station will be installed in the LWSRC changing room to comply with new facility requirements as of January 1, 2020.
- d. Roof – Nothing to report.
- e. Bus Barn Update - Nothing to report.
- f. Parking Lot - Nothing to report.
- g. Project Updates – The soccer goals, located on the eastside of LWSRC, were re-anchored and updated with new warning labels on December 23rd. A new net is on order for the south-facing goal.

4. SUPPORT SERVICES

- a. Brochure – The Spring/Summer brochure is being planned and Kristen is being trained throughout this season for her to assume the design and layout responsibilities.
- b. Website & Technology – The new phone system is up and running. Troubleshooting a few issues with CallOne is being done.
- c. Rentals –LWSRC hosted seven groups in December: Chaos Futsal Team; Day Care holiday performance; Therapy Center Family Drop-In; two family parties; stroller fitness classes and Fit4Mom Fitness classes.
- d. Freedom Of Information Act – All FOIA requests for the month ending December 31, 2019 have been responded to. On December 9, 2019 Belinda Olszewski requested the monthly financials for period end of May 31st for the years 2014 through 2019. Also requested was the program area ledgers revenue less expenses report created for the year end of 2018 financials for the other years of 2014 through 2017 and 2019.

5. SUPERINTENDENT OF RECREATION

- A. Staff & Safety
 - 1) Staff – The building was thoroughly cleaned and organized. Some staff enjoyed vacation time during the month.
 - 2) Safety – December 4th PDRMA came to LWSRC to go over the final steps of our loss control review process. Jan 7th a meeting will be held to go over our smart goals.

- 3) PDRMA – The Board will receive jackets from PDRMA and commissioners need to give Heather their sizes. Please defer if you do not want,

Upcoming Meetings

TR Leadership Summit	January 20 th
IPRA Conference	January 23-26

B. Manager of Athletics

1) Special Olympics

- Bowling – One LWSRA athlete joined one LWSRA staff and competed at the Special Olympics State Bowling Tournament. Lexie Slota came home with a 6th place ribbon.
- Swim Team – Three swim team athletes represented LWSRA at the 39th Annual FVSRA Swim Meet on December 14th.
- Basketball – Lady Hawks competed at the 2020 Region B Female Tournament on January 12th. Hawks #1 & #2 competed at the Region E High School Tournament on January 19th and Hawks #4 & #5 will compete at the Region E Senior Tournament on January 26th.

2) Adapted

- Adapted Social – The group went to CMP Tactical Lazer Tag in Frankfort on December 11th. Three participants and two staff played the course. They used different adapted equipment and utilized the wheelchair accessible laser tag course.
- Wheelchair Basketball – LWSRA prep and varsity wheelchair basketball teams traveled to Rockford Illinois to compete in the Rockford Holiday Classic on December 7th & 8th. Prep team earned a record of 4-1 and Hawks varsity placed 3rd.
- Chicago Park District Wheelchair Basketball Games – LWSRA Hawks D3 team traveled to Chicago on December 28th to play against the WASA Bucks and the CPD Skyhawks. LWSRA Hawks were undefeated.

Upcoming Events

Turnstone Prep/Varsity Tournament	January 24 th & 25 th
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3) Transportation

- All vehicles are up and running. All the vehicles are going through basic maintenance. Six and twelve month inspections were completed on time. All drivers have been trained on the new Ford Transit.

C. Manager of Programs

1) Staff & Safety

- Staff/Training – The part-time staff holiday party was held on December 18th and included pizza, trivia and white elephant gifts.
- After School Care – Club Hawk had their holiday party December 20th. They will be off until January 6th.

- Inclusion – In November, LWSRA served 3 in Manhattan, 1 in New Lenox.
- 2) Recreation
- Teen and Adult –Eight participants enjoyed dinner and Karaoke with friends.
 - TITANS –The group enjoyed their holiday party at Tin Fish. They will be off for two weeks.
- 3) Youth and Adult Programs
- Teen & Adult Special Events – Participants enjoyed COOP dances at the annual Holiday Ball and Feed the Hungry dances. Five participants went to the Illumination show at Morton Arboretum and 14 participants took part in the Holiday Craft and Baking program at LWSRC.
 - Youth Special Events – Saturday programs ended in December, but many participants continued to enjoy the holidays with LWSRA through the Winter Wonderland program which provided participants with a craft, baking and sensory experience. The group also ice skated at the New Lenox Commons.

Finance/Personnel None

Facilities Planning Commissioner Lewis discussed the bids for the playground. Some items were eliminated from the landscaping. Prices have increased dramatically. Labor was the major increase. One of the gazebos were eliminated. Georges Landscape was awarded the bid.

Attorney None

Old Business None

New Business

- A. Substance Abuse Policy – The wording was taken off of the PDRMA website. The staff meeting of January 10th the information was disseminated. All staff will be mandated to view 2 PDRMA training videos. Discussion was held.
- B. Resolution #20-01 - President Hassett asked for a motion to approve Resolution 2#0-01 Authorizing the Substance Abuse Policy as presented.

Commissioner Kelly made a motion to approve Resolution #20-01 Authorizing the Substance Abuse Policy as presented and Commissioner Chavez seconded the motion.

Ayes: (7) Marcquenski, Hassett, Selep, Stroud, Lewis, Kelly, Chavez

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

- C. Non-Discrimination and Anti-Harassment Policy – The wording from the PDRMA website was used. It satisfies the State requirements. Discussion was held. Staff and Board will be required to conform.
- D. Ordinance #20-01 – An Ordinance approving the passage of the Revised Non-Discrimination and Anti-Harassment Policy of Lincolnway Special Recreation Association

Questions and Comments from the floor

Mrs. wanted to thank the Staff and Board of LWSRA for providing the opportunity for her son, Cory, to participate in activities and sports that improve the quality of his life. He has been participating in LWSRA for 10 years. She told everyone that her family is fortunate to be able to utilize the amazing facility with great access and wonderful coaches.

Director/Commissioner Comments

Commissioner Chavez said thank you to the staff and that they are doing a great job. Executive Director Wallace informed the Board that LWSRA will host the Midwest Conference Tournament on Feb 8th & 9th at LWN. He needs volunteers, sponsorship, and PT and/or OT Athletic Trainers on site and encouraged the Board to spread the word. He told the Board that LWSRA has received several awards recently for holding various tournaments. LWSRA earned a trio of tourism award in 2019. A Champion of Economic Impact in Sports Tourism was awarded from Sports Destination Management.

Commissioner Selep welcomed Kim Stroud. He said congrats on the playground moving forward. Commissioner Hassett congratulated Commissioner Selep on being awarded an OSLAD Grant. She hoped everyone relaxed over the holidays. She told them that she is excited to see if FPD is awarded a PARC Grant to improve the Founders Center that will benefit the TITANS program.

Commissioner Lewis told commissioners thanks for the support donating funds to the playground. He congratulated Keith and the staff for the awards received.

Commissioner Kelly told the staff to keep up the good work. His Board is looking into make a donation to the playground.

Commissioner Marcquenski told the group she is looking forward to having a tournament return to Frankfort Square Park District. She complimented the staff on all they do.

Kim Stroud said this is all new to her. She is learning a lot and is excited about being at the District.

Adjournment

President Hassett asked for a motion to adjourn the Regular Meeting.

Commissioner Kelly so moved and Commissioner Lewis seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:22 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary